

OSA 2420-62

29 November 1962

MEMORANDUM FOR : Deputy Director (Research)

SUBJECT : Monthly Air Activities Forecast

REFERENCE : Memo for DAD/OSA from DD/R, Dated 27 November 1962;  
Subject: "Preparation of the Monthly Forecast"  
(DD/R 794-62)

1. It is easy to understand your sense of frustration over last-minute, hasty looks at the monthly forecast, and I would like to assure you that we will do everything possible to comply insofar as we can with your desire to see the document in a more timely fashion.

2. In partial explanation of our last month's behavior, I should like to say that one of the reasons we have historically followed the prescribed timing for submission of Special Group papers is that this enables us to take into account activities approved for a given month which may be in the process of being conducted during the last few days of the month just prior to the submission for the next month. If you do not object, I would like to counter with the suggestion that you give us until the close of business on the Friday preceding the Special Group's meeting rather than the Thursday date which you have selected. In case you were concerned over the fact that I signed for you on the last paper, this was because it was my understanding that you were to be out of town at ☐ the following morning and were unavailable for signature the preceding afternoon.

JAMES A. CUNNINGHAM, JR.  
Acting Assistant Director  
(Special Activities)

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AAD/OSA:JACunningham, Jr. /mm